

Narberth Borough Council Regular Meeting
March 9, 2015 – 9:00 PM
DRAFT Minutes

Call to Order, Roll Call - The regular meeting of the Narberth Borough Council was called to order in the Municipal Building, 100 Conway Avenue, Narberth, PA on Wednesday, March 9, 2015 at 9:00 PM by Council President Quinn following the conclusion of a public hearing to consider Ordinances 979 and 980.

Michael Quinn, President (present by phone)
Aaron Muderick, Vice President (present)
Richard Diaz, (present)
Gigi Tevlin-Moffat, (present)
Charles Silio, (present by phone)
Bob Wegbreit, (present)
Bob Weisbord, (present)
Tom Grady, Mayor (present)
Marc Jonas, Solicitor (absent)
William Martin, Manager (present)
Sean Metrick, Assistant Manager (present)

Consideration of Minutes: February 4, 2015 Council caucus meeting; February 9, 2015 Council regular meeting.

Mr. Diaz motioned to approve the minutes as submitted
Mr. Weisbord seconded
No discussion
All voted Aye

Mayor's Report

Mayor Grady announced that Officer Matt Belfi was admitted to the First Troop Philadelphia City Calvary.

Library Report

Mr. Muderick summarized the library's annual report of activity and funding attached to these minutes and asked they be accepted as submitted by Council and made available to the public.

Treasurer's Report

Mr. Muderick summarized the treasurer's report for the month of January 2015 attached to these minutes and asked it be accepted as submitted by Council and made available to the public.

Tax Collector's Report

Mr. Martin commented that 8.34%, 8.795%, and 8.34% of the Borough sewer, solid waste, and property taxes, respectively, were collected in February.

Solicitor's Report

No activity to report

Manager's Report

Mr. Martin requested that Ordinance 983 – adopting new local standards and rules for nonuniformed employees system- be removed from the evening's agenda pending further review by staff and the Borough solicitor.

Reports of Standing Committees

Finance and Administration Committee (Silio Chairperson., Wegbreit, Muderick)

Mr. Muderick, on behalf of the Finance Committee, commented that the Committee continues to move forward with the agenda items presented by Mr. Silio at the last Caucus meeting. Updating email addresses and Borough staff to Office 365 are short-term priorities.

Mr. Muderick submitted the schedule of bills dated February 9, 2015.

Ms. Tevlin-Moffat moved to accept the schedule of bills as read, that the schedule be approved by Council, that the Treasurer be authorized to draw checks, that payments of these bills be approved by the President of Council, attested by the Borough Secretary, and that all bills be paid.

Mr. Weisbord seconded

Vote All Aye, motion passed unanimously

Mr. Silio presented a draft of a motion to approve a records retention policy that would create rules for keeping and properly disposing of paper records in accordance with Commonwealth standards. The draft will be introduced at the April Caucus meeting of Council with adoption to follow at the April 13th meeting of Council. The policy is required in order for the Borough to proceed with disposal of old paper records no longer needed.

The next meeting of the Committee will take place one half hour before the next regular Council meeting on April 13 and thereafter until the end of 2015.

Public Safety Committee (Muderick Chairperson, Diaz, Tevlin-Moffat)

Mr. Muderick reported that the Borough is finalizing police contract negotiations in the hope of presenting to Council soon.. Mr. Muderick submitted reports of the fire marshal and police department.

The Committee will meet one half hour before the next caucus meeting of Council on April 8 and thereafter until the end of 2015.

Public Works Committee (Wegbreit Chairperson., Tevlin-Moffat, Weisbord)

Mr. Wegbreit presented the monthly report of highway crew hours worked. Council thanked the highway crew for the extra work to help clear the roads during recent weather events.

The next Public Works Committee meeting will take place March 23rd at 7:30 pm to discuss the pending agreement for the use of the trash transfer facility in Lower Merion Township at 1300 Woodbine Avenue in Penn Valley; the schedule of water main replacements by Aqua America; and intersection improvements at North Wynnewood and East Wynnewood roads.

Mr. Wegbreit supported the submission of a roundabout design plan by TPD in order to build support for this solution as opposed to the traffic light design currently being considered by

PennDOT in an application by Lower Merion Township. Mr. Diaz urged Council to work towards a consensus opinion with regard to submitting the roundabout plan. Mr. Wegbreit added that it is possible PennDOT could deny the application but that the submission would bring the issue of improved pedestrian safety to their attention in the context of an engineered solution presented in an application. Ms. Tevlin-Moffat added her support to the submission. Mr. Quinn asked whether the Committee had considered Lower Merion Township's request for an easement to make possible the traffic light solution detailed in a letter from the Township dated February 10, 2015. Mr. Wegbreit mentioned that the Township is sending a representative to the next Committee meeting on March 23rd to discuss the request. Mr. Quinn asked whether the roundabout application would be rejected in light of it not being a full submission of all the required engineered documentation. Mr. Wegbreit that once in the hands of PennDOT, the applications by Lower Merion Township and Narberth will be considered on their merits. Mr. Quinn cited an email from TPD that stated that controversial projects that have been submitted without the permission of a municipality or property owner where a site is located can be rejected. Mr. Muderick commented he did not think the application would be rejected out of controversy. Mr. Quinn expressed concerns about spending \$10,000 on this project and would prefer to have more time to consider the idea.

Property Committee (Diaz Chairperson, Weisbord, Silio)

Mr. Diaz updated Council on the work of the Committee in the month of February. The Committee met with project architects and environmental engineers from Yerkes Associates to work out foundation issues with the library terrace addition planned for this summer. Soil testing has been performed and plans revised to reflect updated foundation designs. The project will be coordinated with stormwater facilities between the library and Windsor Avenue including an on street facilities at the intersection with Narbrook Park. The Lower Merion Conservancy is partnering through technical and financial support on the stormwater aspects of the project and looks forward to future collaboration with the Borough to help improve stormwater runoff quality and reduced quantity.

Mr. Diaz commented that lease arrangements are being negotiated with interested non-profit organizations for space on the second floor of 201 Sabine Ave. The Committee expects work to finish this summer and expects lease agreements to be in place prior to that time.

The Committee met with representatives of assorted non-profit organizations in the Borough to discuss scheduling and use of Borough buildings and recreation fields.

The Committee became aware that floor tile suspected of containing asbestos was discovered at 201 Sabine Ave during the commencement of construction activities. Work was stopped and the material has been sent to a lab for verification of asbestos. All precautionary measures have been taken and tenants will be notified of the finding and next steps of remediation. Mr. Diaz commented that the finding of tile suspected of containing asbestos is a contingency built into the contracted work and one that the contractors and Pennoni Engineers are used to dealing with. Ms. Tevlin-Moffat commented that it would take ten days for the results of the test but most professionals agree that the type of floor tile found is typical of asbestos containing material. Mr. Martin that the material is not friable, meaning easily crumbled, and if left undisturbed and disposed of properly poses no risk to present and future tenant and workers. He further added that additional tile stored in the building in its original packaging will be removed as well.

Building & Zoning (Weisbord Chairperson, Wegbreit, Muderick)

Mr. Weisbord submits the Committee's February report of inspection and permitting activity in the Borough. With Council's approval the special edition of the Borough newsletter will be submitted to the printer. Mailing of the newsletter will begin next week concurrent with the publishing of the draft of the form-based code on the Borough website. A form-based code presentation will take place April 29th at Borough Hall. Subsequent to this meeting, the Committee will announce a

schedule of public meetings to work through potential revisions of the code based on feedback received to that date.

The Committee has presented two ordinances to permit farmers' markets in the Station Area Overlay District. A public hearing for the ordinances concluded prior to the Council meeting giving Council the opportunity to enact the ordinances at the conclusion of this meeting.

The Committee introduced a motion at the last Caucus meeting to authorize the Borough Manager to enter into a professional services agreement with an architectural consultant to help draft conditional use approval standards and review for compliance with standards approved by Council as projects move through the building permit approval process.

The Committee introduced a motion at the last Caucus meeting to request that the Borough Planning Committee review Ordinance 964 and make recommendations to improve conditional use review and approval.

Economic Development (Tevlin-Moffat Chairperson, Silio, Diaz)

Ms. Tevlin-Moffat advised Council that the Committee is finishing production of marketing map for Narberth Borough businesses with the help of Ed Ridgway of the Narberth Business Association. The map will be mailed to Narberth and surrounding neighborhoods. The next Committee meeting will take place Thursday March 26th at 7:30pm.

Succession Planning Ad Hoc (Wegbreit Chairperson, Muderick, Quinn)

Mr. Wegbreit announced the resignation of current Borough Solicitor Marc Jonas effective March 31, 2015. The Committee will begin searching for an interim Solicitor to begin work immediately extending for a period of 3 to 6 months while the Borough interviews candidates for a long-term arrangement with the Borough.

Ms. Tevlin-Moffat proposed a start date for the interim Solicitor of April 1, 2015. Mr. Quinn suggested that the Finance and Administration take the lead on hiring a long-term solicitor. Mr. Weisbord added that the Committee and Council should act quickly so that a solicitor would be present at the next regular Council meeting on April 13. Mr. Diaz supported finding a new solicitor soon to advise the Borough while long-term recruitment occurs. He added that Council should commemorate Mr. Jonas' long service to the Borough and thank him for his many years of great work for the Borough. Mr. Muderick commented that having been through the process of hiring Mr. Metrick in 2014, the Borough has a good hiring model in place that should help with this process as well.

The Committee will meet next in March at a date TBD.

Parking Ad Hoc Committee (Silio Chairperson, Wegbreit, Weisbord)

Mr. Silio commented that the Borough is awaiting purchase and delivery of software and hardware for its new parking enforcement system. The next Committee meeting will take place April 8, 2015 at 7pm.

Public Comments on items on the Agenda

Mr. Ridgway 155 Merion Avenue: The March 13th event, Librewery, at the Merion Tribute House to benefit the Narberth Public Library has sold more than 70 tickets but needs a few more babysitters to help at the library for people going to the event who want to drop their

kids off. The NBA will host a networking event this Thursday evening. The Leprechaun Hunt will take place Saturday March 14th pending good weather.

Ms. Georgette Dubois 111 Price Ave: Ms. Dubois asked whether the Committee meetings of Council are open to the public and whether the schedule of bills can be viewed by the public. Mr. Muderick responded that all Committee meetings are public and that the schedule is available at the Borough office. Ms. Dubois asked for clarification of the role of the Economic Development Committee. Mr. Diaz responded that marketing and outreach are part of the mission of the Committee.

Resolutions/Motions to be considered by Council for Passage

Mr. Wegbreit introduced a motion to authorize appropriate Borough officers to execute the release agreement in the amount of \$48,140.75 with Montgomery County as a result of the dissolution of the Montgomery County Water System Authority (Public Works and Finance and Administration Committees).

Mr. Weisbord seconded

All vote Aye

Motion passed unanimously

Mr. Wegbreit introduced a motion to authorize the Borough Manager to enter into a professional services agreement not to exceed \$10,000 with TPD Planning and Design to complete a highway permit application to PennDOT for a roundabout design at the North Wynnewood Avenue intersection at the Narberth tunnel.

Mr. Weisbord seconded the motion

Mr Quinn voted No

Mr. Muderick voted No

Mr Diaz voted Aye

Mr Silio voted Aye

Mr. Wegbreit voted Aye

Ms. Tevlin-Moffat voted Aye

Mr. Weisbord voted Aye

Motion passed 5-2

Ordinance to be considered for introduced

ORDINANCE 982

AN ORDINANCE TO ACKNOWLEDGE THE RESTRICTION OF TRAFFIC MOVEMENT ON IONA AVE WEEKDAYS FROM 7 AM TO 9 AM AT THE INTERESECTION OF WINDSOR AVE IN ACCORANCE WITH CHPATER 118-1 ARTICLE 1 (PUBLIC SAFETY COMMITTEE)

Mr. Muderick introduced the ordinance

Ms. Tevlin-Moffat seconded the motion

Discussion

Mr. Quinn suggested the motion be amended to include a do not enter sign instead of no left. Turn. Mr. Martin explained the movement of traffic and Mr. Quinn withdrew his request for the amendment.

All voted Aye.

Ordinance to be considered for adoption

ORDINANCE NO. 979

AN ORDINANCE AMENDING THE NABERTH BOROUGH CODE, CHAPTER 124, ZONING, ARTICLE I, DEFINITIONS, SECTION 124-1.B, ADDING DEFINITIONS FOR “FARM PRODUCTS”, “FARMERS’ MARKET”, PRODUCER/VENDOR”, AND “VALUED-ADDED FARM PRODUCT”; AND AMENDING ARTICLE VIII, C COMMERCIAL DISTRICTS, SECTION 124-57.1.C.1 STATION AREA OVERLAY – *USE REGULATIONS*, TO PERMIT FARMERS’ MARKETS (Building and Zoning Committee)

Mr. Weisbord introduced the ordinance

Mr. Wegbreit seconded the ordinance

Discussion

All vote Aye, ordinance passed unanimously

ORDINANCE 980

AN ORDINANCE ESTABLISHING RULES AND REGULATIONS FOR FARMERS’ MARKETS (Building and Zoning Committee)

Mr. Weisbord introduced the ordinance

Mr. Diaz seconded the ordinance

Discussion

All vote Aye, ordinance passed unanimously

New business

Mr. Weisbord will introduce generic rules and regulations for Council and Committee activity for further discussion and approval at a future meeting. Mr. Weisbord hopes to help standardize Council and Committee processes. Rules will cover

- 1. Annual reorganization*
- 2. Annual schedule of meetings*
- 3. Standards for agendas and minutes*
- 4. Annual goals for the Committee*
- 5. Quarterly reporting*

Adjournment

Meeting adjourned at 10:14pm

Respectfully submitted,
Sean Metrick, Assistant Manager